



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 14, 2015

Traci Shepard
315 N. 19th
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the January 13, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *The provider needs to lock up medicines in the kitchen cupboard. Provider agreed to do this in the next 7 days.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider had this information but has not started using the approved Vet Exam Form. DHS field staff referred provider to CCRR to obtain form.*

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider had all this information. Provider will need to use the new provider physical form for self, husband and children. DHS field staff referred provider to the CCRR website to obtain form.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Please make sure to update children's files yearly. Provider has 2 children enrolled and there were 2 children present on this date.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *2 of the 2 children enrolled where missing updated physicals. Provider agreed to obtain in the next 45 days.*

110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.*

110.8(1)a Not more than six preschool children present at any one time including infants.

110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.8(1)a Not more than two additional school-age children for less than two hours at any one time.

110.8(1)a Not more than eight children present when the emergency school closing exception is in effect.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: March 10, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II

A handwritten signature in blue ink that reads "Anne Matthai". The signature is fluid and cursive, with the first name "Anne" and last name "Matthai" clearly distinguishable.

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).